OISE/UT LIBRARY
3 0005 0314 8207 1

Ministry of Education

rio

Hon. Thomas L. Wells
Minister of Education

orrespondence Courses
74/75

OHEC
374.4713
059DE/C
1974/75

Digitized by the Internet Archive
in 2025 with funding from
University of Toronto

https://archive.org/details/correspondenceco00onta

Correspondence Courses 1974/75

Staff List

Correspondence Courses
909 Yonge Street
Toronto, Ontario
Telephone: 965-2657

Chief Educational Officer: J.F. Rees
Educational Officer: H.A. Sutton
Administrative Officer: C.M. Reside

Program Superintendents
B.F. Ahrens
A.H. Carter
Mrs. F. Deciry
P.E. DeSadeleer
Mrs. D.E. Ferguson
Miss E.M. Froud
D.A. Kennedy
J.R. Levitt
J.A. Lychek
D.J. MacLean
F.B. MacMillan
N.C. McKinnon
P.B. McLeod
Mrs. H.I. McSherry
Mrs. G.M. Moore
W.W. O'Rourke
R.W. Pauli
B.E. Robertson
Miss D.P. Rogers
G.M. Seary
D.A.R. Tolton
J.H. Walker

Registration Staff
J.E. Hall, Registrar
W.A. Redekop, Registration Supervisor
Mrs. M.H. Barron
Mrs. S.A. Cameron
Miss T.D. Daniels
W.G. Gilbert
Mrs. O.M. Malpass
Miss P.G. Price
R.C. Ross

Contents

Secondary School Courses
General Information
Eligibility for Admission — 2
Registration — 2
Course Dates — 3
Program of Study — 3
Course Codes — 3
Assignments — 3
Achieving Credit — 3
Certificates and Diplomas — 3
Post-secondary Objectives — 4
Re-enrolment — 4
Guidance following Enrolment — 4

Course Descriptions
Business and Commerce — 7
English — 9
Français — 11
French and German — 12
Geography — 14
History and Social Sciences — 15
Latin and Classical Studies — 17
Mathematics — 19
Science — 22
Technical Subjects — 24
Visual Arts — 26

Elementary School Courses — 28

Secondary School Courses
General Information

The Ministry of Education Correspondence Courses provide Ontario residents with an opportunity to obtain, further, or supplement their secondary education. By this means, students may gain admission to an institute of higher learning or course of training, gain promotion where they are employed, qualify for secondary school certificates, or study for personal satisfaction and enjoyment.

All correspondence course services are provided free of charge. Textbooks are provided on loan to all students except those in Year 5 courses. The supplementary material available includes the following: art supplies, science equipment, geological samples, drafting instruments, mathematical instruments, shorthand records, language records, maps, historical pamphlets and documents, and books for extra reading.

Eligibility for Admission
To be eligible for admission, an applicant must be in one of the following categories:

a) an Ontario resident sixteen years of age or over who is not enrolled in a public secondary school;
b) an Ontario resident who would otherwise be attending school and is prevented from doing so by illness or distance;
c) a person who normally resides in Ontario and will be temporarily absent from the Province (for a period not longer than three years);
d) a Senior Division day school student in an Ontario public secondary school whose enrolment has been recommended by his school principal (subject to the approval of the Chief Educational Officer, Correspondence Courses).

Note 1: It is policy to require that a student who leaves school before the completion of the final year of his program be out of school three months before his enrolment in correspondence courses can be considered. This waiting period may be waived if the principal of the school last attended by the student confirms that there is good reason for making an exception to this policy.

Note 2: A temporary visitor to Ontario or a person in Ontario on a student visa is not eligible for enrolment. An applicant may be requested to furnish proof that he can be considered a resident of Ontario.

Note 3: Lessons and supplementary material are supplied only to an individual who has been admitted to the program.

Registration
An applicant who qualifies for enrolment under (a) above should complete Form C and bring it or mail it to the Correspondence Courses office. An applicant who can devote only part of his time to correspondence course study or an applicant who has not been involved in an educational program for some time is advised to enrol in not more than two courses at the time of his initial registration. After he has completed a number of assignments, he may find that he is able to work on an additional course or courses. He may then apply for enrolment in these courses by completing the student order form supplied with the lessons, or by writing a letter to the Correspondence Courses office.

An applicant who qualifies for enrolment under (b) above should complete Form C and submit it to the Correspondence Courses office with a medical certificate if illness prevents him from attending school or a recommendation from the senior educational official in his area if distance is the reason he cannot attend school. He may then apply for enrolment in as many courses as he would normally be taking in a regular school.

An applicant who is eligible for enrolment under (c) above should complete Form F and submit it to the Correspondence Courses office. A school-age student living outside Canada may request enrolment in as many courses as he would normally be taking if attending school. Such a student must provide the name and address of an Ontario resident who will assume responsibility for forwarding to him books, lessons, and marked assignments. (In the case of a Year 5 student, the liaison person will have the additional responsibility of purchasing any required textbooks.) Since all material for the student will be sent to the liaison person, the applicant should instruct this person to rewrap the material, print the student's foreign address on it, complete a customs declaration form, and pay whatever postage is needed so that the material will reach its destination in the shortest possible time. The return address of the liaison person must be clearly written on the package. Members of the Canadian Forces enrolled in correspondence courses while on duty abroad may arrange to have their lessons and textbooks forwarded from Canada from a Canadian Forces post office rather than through a liaison person. Where possible the applicant should visit the Correspondence Courses office before leaving the country in order to discuss his program with correspondence course staff members and obtain the appropriate lessons and textbooks.

An applicant who seeks enrolment under (d) above should request counselling and an Application Form S from the principal of his school. If, in the professional judgement of the principal, enrolment is wise, the completed Form S should then be submitted by the principal with his signature and recommendation to the Chief Educational Officer, Correspondence Courses.

After reviewing the student's request for enrolment, a member of the Correspondence Courses staff will contact the applicant. Once his application has been approved, the student will be enrolled and supplied with an initial set of lessons, textbooks and other materials. Only a Year 5 student need supply his own textbooks. Further lessons are supplied when evaluated assignments are returned to the student. Other materials are provided as they are needed and requested.

Course Dates
A student may begin a secondary school correspondence course at any time of the year, and he may complete assignments at his own pace. He may also achieve standing in a course and earn a certificate at any time of the year.

Program of Study
Correspondence Courses Services, like the secondary schools in Ontario, are organized under the credit system. Each student's program of study is based on his objectives, capabilities, and interests. The course descriptions contained in the calendar are provided to aid the student in choosing his program. The registration staff and program superintendents will be glad to offer assistance to any student planning his program. Their help may be obtained by telephoning, writing, or visiting the Correspondence Courses office.

In the case of courses that require certain prerequisites or subjects that can only be studied in sequence, students are advised of the appropriate course for enrolment. Some courses have no prerequisites.

Each Year 1, 2, 3, or 4 course completed by the student entitles him to credit towards the Secondary School Graduation Diploma; completion of a Year 5 course entitles him to credit towards the Secondary School Honour Graduation Diploma. Most correspondence courses have a value of one credit; those courses having a value of one-half credit are indicated by a code number ending in *x*. A student whose objective is a Secondary School Graduation Diploma or a Secondary School Honour Graduation Diploma is advised to read the pertinent sections of *Certificates and Diplomas*.

Course Codes
Each correspondence course is identified by a code that consists of one or two letters followed by three numerals. The letters represent the name of the course. The first numeral (1, 2, 3, 4, or 5) represents the secondary school year in which the course is customarily taken. The last two numerals distinguish between different courses in the same subject and the same year. The letter *x* at the end of a code indicates that the course is comprised of 10 lessons rather than 20 and counts for one-half credit rather than one credit. The following are examples of course codes:

E111 refers to a Year 1 secondary school course in English.
EN400 refers to a Year 4 secondary school course in Economics.
P300 and P301 refer to different Physics courses in Year 3 of secondary school.
A401x refers to a Year 4 secondary school course in Visual Arts, comprised of 10 lessons.

Assignments
Successful learning by correspondence involves studying lessons and supplementary materials, completing lesson assignments, and benefiting from the comments and assistance offered by the associate teachers and program superintendents. The student should submit attempts at each assignment question and should not hesitate to ask in his submission for additional help if he needs it. A student who follows these procedures should encounter little difficulty with the tests which are part of certain courses.

Each student is encouraged to draw up his own timetable for completing and submitting his lesson assignments.

As soon as he has completed the assignments for a particular lesson, the student should mail them to the Correspondence Courses office. He should then proceed with the next lesson, without waiting for the return of marked assignments. All assignments are evaluated by the associate teachers of Correspondence Courses and returned to the student.

Achieving Credit
In order to achieve credit in a Year 1 or Year 2 course, a student successfully completes the lesson assignments for the course. There are no tests for Year 1 or Year 2 courses.

To achieve credit in a Year 3, Year 4, or Year 5 course a student successfully completes the lesson assignments and writes a final, supervised test. The final mark in a Year 3, Year 4, or Year 5 course is based on both the lesson marks and the final test mark. The test may be written at any time of the year, provided that the student has successfully completed the lessons.

Once the work required for the last lesson of a Year 3, Year 4, or Year 5 course has been received and graded, the final test is sent to a Correspondence Courses supervisor who resides in the student's locality. The student is then given the name, address, and telephone number of the supervisor and is asked to communicate with him to arrange a mutually convenient time and place for writing the test. On request, arrangements can be made for writing final tests at the Correspondence Courses office.

A student living outside Ontario is asked to choose a supervisor and submit the name to the Correspondence Courses office for approval.

Certificates and Diplomas
Certificate of Completion
A certificate of completion is issued to a student who has successfully completed a correspondence course. The student's final mark in the course and the credit value of the course appear on the certificate. The Registrar of Correspondence Courses will issue to the student, on request, a record of achievement indicating the courses completed by the student and the credit value of these courses. Information regarding the student's progress in other courses that he has started but not completed will be included if requested.

Secondary School Graduation Diploma
When a student has completed the requirements for the Secondary School Graduation Diploma through correspondence courses, the diploma will be granted to him on the recommendation of the Chief Educational Officer, Correspondence Courses.

The path leading to completion of these requirements is as individual as the student who follows it. Completion of the requirements is achieved through the accumulation of Ontario secondary school credits earned through the Ministry of Education Correspondence Courses, through Ontario secondary schools (day or evening program), or in inspected Ontario private schools.

A student who is at least 18 years of age and has withdrawn from day school for a period of at least one year may be closer to completing the Diploma requirements than he realizes. Such mature students may be granted credit allowances on the basis of age and length of time out of school, for equivalent courses successfully completed that are not normally identified as secondary school courses, or for successful completion of each period of an apprenticeship training program.

A Correspondence Courses student may find out what requirements he must fulfil for obtaining a secondary school diploma by submitting to the Registrar of Correspondence Courses any official records and information regarding his particular case. Judgement may be deferred until the student demonstrates competence in his correspondence courses studies.

Secondary School Honour Graduation Diploma
When a student has completed the requirements for the Secondary School Honour Graduation Diploma through Correspondence Courses, the diploma will be granted to him on the recommendation of the Chief Educational Officer, Correspondence Courses. Completion of the requirements is achieved through the accumulation of six Ontario secondary school Year 5 credits earned through the Ontario Ministry of Education Correspondence Courses, through Year 5 of an Ontario secondary school (day or evening program), or Year 5 in an inspected Ontario private school. In the 1974-1975 Correspondence Courses program, each Year 5 course is worth one credit towards the Secondary School Honour Graduation Diploma.

Post-secondary Objectives
A student whose objective is to gain admission to a post-secondary educational institution should consult officials of that institution to find out what standing or diploma he will require, whether particular subjects are obligatory, and whether the institution has special provisions for the admission of mature students.

Information about programs in Ontario, beyond the secondary school level is given in *Horizons*, an annual publication of the Ministry of Colleges and Universities. *Horizons* contains general information about Ontario universities, colleges of applied arts and technology, nursing and teacher education, and other post-secondary institutions. A copy may be obtained from the Information Branch, Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto, Ontario, M7A 1L8.

Information regarding apprenticeship programs is available through the Manpower Training Branch, Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto, Ontario, M7A 1L8.

Re-enrolment
Education by correspondence is most successful if a student commits himself to working on his correspondence courses on a regular and continuing basis.

If circumstances make it necessary for a student to interrupt his studies for a period not longer than eight weeks, he should continue his studies when he is able, and send in the next assignment when it is ready. In such a case, there is no need for the student to inform the office of the interruption or to return his textbooks and supplies.

A student who anticipates an interruption in his studies for a period in excess of two months should return any textbooks and supplies that have been provided on loan.

When he is able to resume his studies, he should contact the Correspondence Courses office and request that the textbooks and supplies be re-issued. The student will, under normal circumstances, be able to resume his studies at the point at which they were interrupted.

Guidance following Enrolment
A student who has been enrolled in a correspondence course may request guidance if he encounters problems or if he wishes to revise his program of study or enrol in an additional course. With this assistance a student will be better able to complete his program of study and achieve his educational goal.

Secondary School Courses 1974/75

Business and Commerce
Typewriting I TY102
Typewriting II TY200
Office Procedures I OP300
Office Procedures II OP400
Computer Fundamentals CF300
Accounting I AC303
Accounting II AC403
Accountancy Practice AC503
Pitman Shorthand I SH300
Pitman Shorthand II SH400
Marketing I MK300
Marketing II MK400
Business Organization and Management BO300
Law LW400
Business Practice BP100

English
English E160
English E111
English E211
English E311
English E421
English E521
English E522 *Canadian Studies*
English E302x *Readings in Archaeology*
English E304x *Readings in Ecology*
English E306x *Readings in Science Fiction*
English E308x *Grammar*
English E402x *Readings in Wilderness*
English E404x *Readings in Flight*
English E406x *Perspectives of Prose*
English E408x *Creative Writing*

Français
Français f151
Français f251
Français f351
Français f451
Français f561

French and German
French F101
French F201
French F111x
French F301
French F401
French F521
French F522
German GR501

Geography
Geography G101
Geography G201
Geography G300
Geography G301
Geography G311x *Fundamentals of Physical Geography*
Geography G400
Geography G401
Urban Studies G403
Geography G503

History and Social Sciences
History H200
History H201
History H203x
History H205x
World Politics WP300
History H301
History H305
Economics EN400
Man in Society MS400
History H401
Economics EN501
History H501

Latin and Classical Studies
Latin L201
Latin L301
Classical Studies L312x
Latin L401
Latin L521
Latin L522

Mathematics

Series A

Mathematics M111x
Mathematics M101
Mathematics M201
Mathematics M303
Mathematics M403
Mathematics M511 *Mathematics of Investment*
Mathematics M521 *Relations and Functions*
Mathematics M522 *Calculus*
Mathematics M523 *Algebra*

Series B

Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400
Mathematics M411x *Introduction to Statistics*
Mathematics M511 *Mathematics of Investment*
Mathematics M522 *Calculus*

Series C

Mathematics M160 *Basic Arithmetic*
Mathematics M250
Mathematics M350
Mathematics M450

Science

Science SC101
Science SC201
Science SC203
Geology GL300
Physics P300
Physics P301
Physics P503
Chemistry C400
Chemistry C401
Chemistry C501
Biology BY400
Biology BY501

Technical Subjects

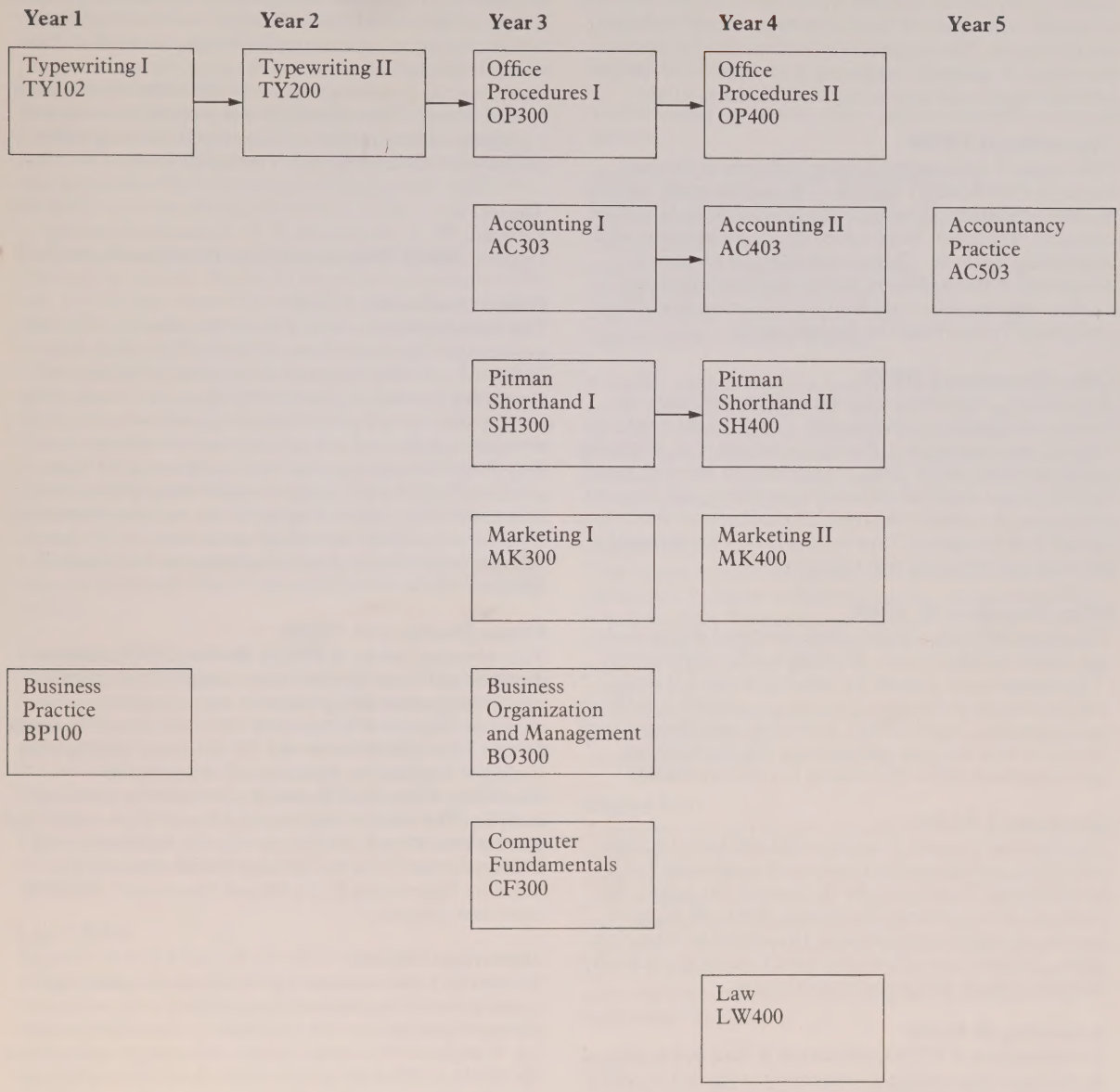
Drafting D100 *Basic Drafting I*
Drafting D200x *Basic Drafting II*
Drafting D300x *Standard Drafting Practice*
Drafting D302x *Introduction to Mechanical Drafting*
Drafting D304x *Introduction to Architectural Drafting*
Drafting D308x *Introduction to Blueprint Reading*
Drafting D318x *Intermediate Blueprint Reading*

Visual Arts

Art A200 *Beginning in Art*
Theatre Arts TA300 *The Performing Art*
Art A301 *Through Artists' Eyes*
Art A302x *Prints Without a Press*
Art A303x *Art to 1500*
Commercial Art CA400x *Art for Commerce and Industry*
Film Arts FA400x *The Camera's Eye*
Art A401x *Composing your Art*
Art A402x *Style in Art*
Art A403x *Great European Art*
Art A501 *The Artist's Study*

Business and Commerce

The following 20-lesson courses are offered. When a course is preceded by an arrow, the course to the left, or an equivalent course, is the prerequisite. When a course is not preceded by an arrow, there is no prerequisite.



Business and Commerce (cont.)

Typewriting I TY102
This introductory course provides a student with sufficient background in typing for personal use, together with a sound foundation for further development of the skill. (The student must provide his own typewriter.) The development of correct techniques for touch-typing is stressed throughout the course. The topics covered include the set-up and placement of material, composing at the typewriter, simple tabulation, personal letters, and basic business letters.

Typewriting II TY200
This course is designed to develop and expand the skills begun in Typewriting I TY102. (The student must provide his own typewriter.) It reviews the basic skills and includes advanced tabulation, business letters, business forms, and duplicating methods. There is considerable practice in composing at the typewriter and sustained copy typing. A student who requests enrolment in this course should have completed Typewriting I or the equivalent.

Office Procedures I OP300
This course covers basic office procedures and helps the student to improve his typing skill. (The student must provide his own typewriter.) The topics include data processing methods, principles of filing, transportation services, postal facilities, legal forms, duplicating equipment, and financial statements. A student who requests enrolment in this course should have completed Typewriting I and Typwriting II or personal and basic business typing courses.

Office Procedures II OP400
This course provides further development of typing skills and additional information on modern office procedures. (The student must provide his own typewriter.) It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, itineraries, and filing systems. A student who requests enrolment in this course should have completed Office Procedures I or the equivalent.

Accounting I AC303
This beginner's course in accounting introduces the basic principles, concepts and procedures of accounting and bookkeeping. Topics include: the journal, the ledger, the profit and loss statement, the balance sheet, the synoptic journal, and special transactions. In addition to these principles, the basic use of flow charts with special application to business systems and procedures is taught.

Accounting II AC403
A continuation of AC303, this course is designed to expand the student's knowledge of accounting as applied to special journals, bank reconciliation, payroll, adjustments, classified statements, voucher systems, partnerships, and corporations. A student who completes it should be able to maintain a set of books for a small business or fill a junior accountant's position.

Accountancy Practice AC503
This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles and develops into a detailed study of accounting procedures for a proprietorship, a partnership, and a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.

The text is:
Leonard, W. G., and Beard, F. N. *Canadian Accounting Practice*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

Pitman Shorthand I SH300
This introductory course in Pitman Shorthand covers the work in the *New Basic Course in Pitman Shorthand,* with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing the 45 r.p.m. records that are supplied, and provide his own typewriter.) As stenographic work requires a good backgound in English and typing, a student should have completed several courses in English and at least an introductory typing course before requesting enrolment. Completion of this course provides a sound foundation for Shorthand II SH400.

Pitman Shorthand II SH400
This advanced course in Pitman shorthand is primarily a dictation and transcription course, designed to increase a student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. The text is *Pitman Shorthand Dictation and Transcription,* which places increased emphasis on phrasing and expansion of vocabulary. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing both 45 and 33⅓ r.p.m. records, and provide his own typewriter.) The background for this course is provided by Typewriting II TY200 and Shorthand I SH300 or equivalent courses.

Marketing I MK300
Written with the consumer's point of view in mind, this course gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at different types of retail operations, including the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of ownership, selection of location, selection of equipment, merchandise purchasing, and pricing policies. The course concludes with a brief study of salesmanship. After completing the course, the student should have a better understanding of retailing and be a more careful shopper.

Marketing II MK400
The principles of sales promotion and advertising will be studied in detail. The course covers such topics as: market research, consumer demands, advertising media, trademarks, packaging, and sales promotion. After completing this course, the student should be better able to recognize excellence in marketing.

Business Practice BP100
The object of this course is to give the student some basic knowledge of modern business practices so that he may carry out common business transactions. It is an elementary course dealing with business procedures as they apply to a student's personal, social, and business life.

Business Organization and Management BO300
This course explores the world of business. It examines the way in which businesses are owned, organized, and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations, including preparations for production and the complexities of the actual production process. The departments of a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

Computer Fundamentals CF300
By explaining automatic and electronic data processing theories and procedures in layman's language, this course aims to dispel some of the mystique that is traditionally associated with computers. The course covers such topics as the punched card, the binary system, computer storage, flowcharting, machine language, data recording media, and computer concepts, and includes an introduction to logic. Upon completion, the student will have a basic understanding of how a computer works and how a computer program is made.

Law LW400
Canadian law as it applies to ordinary business and private affairs is the subject of this introductory course. The student gains some knowledge of his legal rights and obligations, and learns to recognize situations that require professional legal advice. The course does not prepare him to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, and goes on to a concentrated study of personal law, with emphasis on the laws of contracts, negotiable instruments, employment, and sales.

English

The following 20-lesson courses are offered:
English E160
English E111
English E211
English E311
English E421
English E521
English E522

The following ten-lesson, third- and fourth-year courses are offered:

English E302x *Readings in Archaeology*
English E304x *Readings in Ecology*
English E306x *Readings in Science Fiction*
English E308x *Grammar*
English E402x *Readings in Wilderness*
English E404x *Readings in Flight*
English E406x *Perspectives of Prose*
English E408x *Creative Writing*

A mature student who has been active in the business world or has read widely should be capable of working successfully in a third-year course in English. Even if he has done no formal work in first- or second-year English in secondary school, he may request enrolment in English E311 or in any of the ten-lesson courses.

English E160
This course includes assignments in grammar that are specifically designed to help the student master secondary school English. Recognition of parts of speech and their correct use, practice in spelling, and experience in understanding literature are among the topics covered. Students are provided with such aids as a dictionary and language workbooks. The student's appreciation of literary form is developed and enhanced through reading and discussion of the recently filmed novel *Call of the Wild*.

English E111
A selection of short stories, selected for their interest as well as literary merit, and two thought-provoking novels, one of them a science fiction work, form the greater part of the prose reading for this course. Plays and poems make up the remainder of the literature selections. Creative writing assignments, intended to stimulate and improve the student's ability to communicate, as well as a review of language fundamentals are included. The course lays a foundation for high school English.

English E211
Writers employ a number of long-established forms to present their ideas. Well-known to every student are such literary forms as the novel, the short story, the play, and poetry. Examples of each are presented and explored in this twenty-lesson course which includes writings by Nevil Shute, John Wyndham, and Kenneth Bagnell. The course also examines the mechanics of effective writing and includes assignments that develop the student's skills in this area.

English (cont.)

English E311
Enjoyment is stressed in this varied English program. An exploration of the world of mass media demonstrates the importance of print, radio, film, and television. Each student has an opportunity to express his own ideas in the lively discussion based on the contemporary novel *To Kill a Mockingbird*. In addition to a brief look at the theatre in Canada, the drama section offers a choice of either a group of short, recent plays or a modern approach to *Romeo and Juliet*. Practice in writing effective social and business letters as well as developing skill in creative writing is preparation for the business world or further education.

English E421
The reading in this course is varied: short stories and essays, short and longer poems, one-act and full-length plays, the short and the full-length novel. Among the works for study are such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Macbeth* (Shakespeare), *Death of a Salesman* (Arthur Miller)—the last two offered as alternatives —and *Sons and Lovers* (D. H. Lawrence). Many of the lessons allow for student choices. The course encourages students to read, think, and write with literary insight. English E421 will serve both the student who wishes to end formal studies in English at Year 4 and the student whose objective is to prepare for more advanced work in the subject.

English E521
Here is an updated and valuable course for any student in Year 5. A comparative study of fine literature gives each student an opportunity to evaluate and compare, to express his ideas and develop his writing skills. For additional enjoyment in reading copies of contemporary novels are available.

The texts are:
Charlesworth R., and Lee D., eds. *Anthology of Verse*. Toronto: Oxford University Press, 1964.

Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.

Giraudoux, J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner and Sons, 1957.

Shakespeare, W. *Hamlet*. Falcon edition. Toronto: Longman Canada, 1963.

English E522 *Canadian Studies*
What is a Canadian? What do we think of our country? What is it like to be born in this land or come to it as a New Canadian? Callaghan, Atwood, Roy, and Richler are among the authors who bring wit and insight to the Canadian experience. The student will also meet a host of other Canadian writers in this course designed for the reader who wants to know more about his country's literary heritage.

Basic texts for the course are:
Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland & Stewart, 1972

Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland & Stewart, 1973

English E302x *Readings in Archaeology*
This course consists of readings, in prose and poetry, on the theme of archaeology. The course is recommended for mature students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: the Minoan Crete, the Mayan, and the Viking. The course includes assignments designed to develop the student's writing skills.

English E304x *Readings in Ecology*
Man's vital need to live in harmony with his environment is the theme of this course of readings on overpopulation, pollution, and the wastage of our natural resources. The student develops writing skills through assignments that encourage him to express his opinions on these vital issues.

English E306x *Readings in Science Fiction*
This ten-lesson course explores some of the ways in which well-known twentieth century writers have imagined the future. The absorbing variety of short stories and novels selected take an imaginative look at man's future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey*. Each lesson of the course provides the student with experience in developing critical and creative potential as a writer.

English E308x *Grammar*
This course will be useful to students who want to "brush up" their grammar. Acceptable forms and appropriate levels of usage in business and in more general situations are examined and the reasoning behind them explored. The emphasis of the approach is constructive rather than corrective.

English E402x *Readings in Wilderness*
Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How? Some of the answers that men and women of various times and places have suggested to these vital questions are presented in this course of prose and poetry readings. Assignments encourage the student to develop his powers of self-expression. Recently published books and articles update the course and stimulate the student to form and express his own ideas on this vital topic.

English E404x ***Readings in Flight***
From Leonardo Da Vinci's Flying Machine (1452) to the moonwalk, this ten-lesson course chronicles man's adventures in flight. First-person accounts by early flyers and illustrations of aircraft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

English E406x ***Perspectives of Prose***
This ten-lesson course examines the perspectives from which some of the outstanding spokesmen of our time view the contemporary world in essays, radio talks, newspaper columns, and literary studies. Northrop Frye, Robert Graves, E. M. Forster, Arnold Toynbee, Joseph Wood Krutch, Archibald MacLeish, and John Ciardi are among the scholars and writers whose works are considered. The course gives the student perspective as he considers the skills of the writer's art and learns to read with understanding and relish. The lessons challenge the student and develop an awareness of the creative give-and-take process between writer and reader.

English E408x ***Creative Writing***
Students with an urge to write or with an interest in improving their writing will find the models and assignments in this course helpful. While the course has been structured to meet several kinds of writing needs and to develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Français

Les cours de français destinés aux étudiants francophones comprennent vingt leçons chacun et correspondent aux cours du programme avancé.

Le programme d'études comprend les cours suivants:
Français f151
Français f251
Français f351
Français f451
Français f561

Français f151
Ce cours s'adresse aux élèves qui ont complété le programme de la huitième année du cours élémentaire en langue française, ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème; la composition et la grammaire s'y rapportent directement. La partie littérature permettra aux élèves de prendre connaissance des grands auteurs de la littérature française et canadienne-française. Le programme d'études inclut les ouvrages suivants: *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de Français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la huitième année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251
Ce cours s'adresse aux élèves qui ont complété le cours de Français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de la prose et de la poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants: *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de Français f351.

Française f351
Ce cours s'adresse aux élèves qui ont complété le cours de Français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de la prose et de la poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants: *L'Avare* (Molière), *Le Grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de Français f451.

Français f451
Ce cours s'adresse aux élèves qui ont complété le cours de Français f351 ou l'équivalent. Chacune des vingt leçons de ce cours comprend deux parties: A—Étude de textes; B—Étude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de la prose et de la poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants: *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire au cours de Français f561.

Français (suite)

Français f561
Ce cours s'adresse aux élèves qui ont complété le cours de Français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, parmi lesquels des pieces de théâtre: *Andromaque* (Racine), *Topaze* (Pagnol); des romans: *Les Saints vont en enfer* (Cesbron); *Rue Deschambault* (Gabrielle Roy); des morceaux choisis de prose et de poésie. La partie *Étude de la langue* comprend l'étude de la syntaxe et de certains concepts phonétiques. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants:
Andromaque (Racine), Les Petits Classiques Bordas; *Topaze* (Pagnol), Livre de Poche no 294; *Les Saints vont en enfer* (Cesbron), Livre de Poche no 2301-02; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, Livre de l'élève (L. Geslin et J. M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Précis de grammaire française* (Grévisse).

Vous trouverez sans doute les manuels mentionnés ci-dessus dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, vous pouvez les obtenir en écrivant à l'adresse suivante: Le coin du livre, 263 rue Dalhousie, Ottawa, Ontario, K1N 7E3. Ayez soin de vous procurer les éditions indiquées ci-dessus afin de pouvoir vous reporter aux références mentionnées dans le cours.

French and German

These courses are designed principally for students whose first language is English and who wish to begin or continue their study of French as a second language.

The following 20-lesson courses are offered:
French F101
French F201
French F301
French F401
French F521
French F522
German GR501

The following ten-lesson course is offered: French F111x

French F101
Students who have not learned French in the past will wish to begin their studies with French F101. From the very beginning of the course, the student will start to acquire such important language skills as reading, writing, and translating. Work with spoken French is conducted by means of phonograph records. At the conclusion of this course, the student will be prepared to begin French F201.

French F201
This course enables students who have completed French F101 or its equivalent to continue the development of their French language skills. Records for help with the spoken language are supplied. Students are introduced to simple prose selections designed to increase their ability to read everyday French. This course prepares the student for French F301.

French F111x
Many adults who wish to begin French studies once again have completed at least two years of formal French study in secondary school. Although such students have often forgotten much grammar and vocabulary, they are able to recall the essentials through a short review. Thus, instead of working through the 40 lessons of French F101 and French F201, these students may take this ten-lesson refresher course. French F111x enables students to proceed to French F301 or to French F401 if they already have the equivalent of F301; it should be noted, however, that French F111x only covers the first two years of secondary school French and thus is not an adequate preparation for French F521 and French F522.

French F301
In French F301 students will continue to develop the language skills begun in earlier courses. An important feature of F301 is the introduction of more challenging readings in French prose. This intensive reading is important groundwork for acquiring the ability to read the various styles of French currently in use. As in the earlier correspondence courses, the student is lent phonograph records for practice with the spoken language. Students who wish to enrol in French F301 are expected to have completed French F201 or its equivalent.

French F401
The aim of French F401 is to continue the development of mature language skills begun in French F301. Along with grammar and translation studies, the student will read French texts designed to build vocabulary and to enhance both reading and writing ability. Practice in oral comprehension and spoken French is provided through a series of records supplied with the lessons. The student who enrols in French F401 is expected to have completed French F301 or its equivalent.

French F521
This senior French course combines reading (short stories and a modern play) and composition (grammar study and writing practice). As in earlier courses, oral practice and comprehension studies are conducted by means of phonograph records. Students are expected to have completed French F401 or its equivalent before they attempt French F521.

The texts are:
Gélinas, G. *Hier les enfants dansaient.* Ottawa: Editions Leméac, 1968.

Jeanneret, F. C. A.; Hislop, E. E.; and Lake, M. H. *Cours moyen de français.* Part II. Toronto: Clarke, Irwin & Co., 1968.

Maupassant, Guy, de. *Contes choisis de Guy de Maupassant.* Toronto: Clarke, Irwin & Co., 1967.

French F522
French F522 should appeal especially to students who intend to continue their study of French beyond secondary school. Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts in French F522 provides guidance in the appreciation and critical study of French literature. Phonograph records are provided for practice with the spoken language. Students may study French F521 and French F522 concurrently but are expected to have completed French F401 or its equivalent before enrolling in French F522.

The texts are:
Carlut, C., and Meiden, W. *French for Oral and Written Review.* Toronto: Holt, Rinehart and Winston of Canada, 1968.

Molière, J.-B. *Le bourgeois gentilhomme.* Toronto: The Copp Clark Publishing Company, 1947.

———.*Tartuffe.* Paris: Editions Bordas, 1969.

Roy, Gabrielle. *Rue Deschambault.* Montréal: Librairie Beauchemin, 1967.

German GR501
German GR501 is designed to present a balanced program for the development of language skills. The main stress of the course is on advanced grammar study and on reading and writing modern German. Reading materials focus on social and cultural topics relevant to post-war Germany. The student will have the opportunity to work with records and cassettes in developing ability with the spoken language. Students enrolling in German GR501 are expected to have completed a fourth-year secondary school German course or its equivalent.

The texts are:
Winkler, G., *et al. A-LM German. Level Three. 2nd ed.* Toronto: Longman Canada, 1971.

———. *Student Exercise Book for A-LM German.* Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Geography

The following 20-lesson courses are offered:
Geography G101
Geography G201
Geography G300
Geography G301
Geography G400
Geography G401
Urban Studies G403
Geography G503

The following ten-lesson third-year course is offered:
Geography G311x *Fundamentals of Physical Geography*

A mature student may request enrolment in any of the third- or fourth-year courses, even if he has done no work in first- or second-year Geography.

Geography G101
This course is concerned with Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. A number of interesting case studies are introduced to add interest and relevance. The course provides a survey of contrasting modes of living and, where possible, these are compared with Canadian examples. The texts are *The Canadian Oxford School Atlas* and *Lands Overseas*.

Geography G201
This course, based on a newly revised text and atlas, examines the two continents of Europe and Asia. Since the most important nation under study stretches across both continents, they are combined into the large area of Eurasia. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The coloured maps and illustrations in the newly revised text combined with the illustrative materials in the lessons help to make this an interesting and up-to-date course. The texts are *The Canadian Oxford School Atlas* and *Through Europe and Asia* (revised).

Geography G300
In this course, North American regional studies emphasize the various geographic regions of Canada and their economic interdependence. However, the influence of geographic factors on the economic relationship of Canada and the United States forms an important part of the course content. In addition, regional and local topics such as land-use methods, forestry procedures, tourism, life in the Arctic, natural and human resources, as well as topographic maps are studied. The texts are *Lands of Change* and *The Canadian Oxford School Atlas*.

Geography G301
This course offers a contrast to the Geography courses with which most students are familiar in that it takes a systematic rather than a regional approach. The study of Geography is divided into two main areas: Physical and Human Geography. In the section on Physical Geography, considerable emphasis is placed on the basic skills of the geographer, including proficiency in reading and interpreting aerial photographs, topographic maps, weather maps, and charts. In the section on Human Geography, examples of man's adaptation to various environments are examined and contrasted. Specific problems of rural and urban development are also examined in this section of the course. The texts are *The Canadian Oxford School Atlas, Geographic Fundamentals,* and *Land, Climate and Man.*

Geography G311x *Fundamentals of Physical Geography*
This course is designed to provide, in ten lessons, geographic skills and knowledge necessary for more advanced Geography courses, including G503. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps. Terms used in geographic analysis are discussed and explained. Other topics included are: earth structure, rock structure, continental drift, land forms created by running water and by wind, elements of climate, climatic classification, natural vegetation, and soils. The texts are *Physical Geography* and *Every Square Inch*.

Geography G400
The prime concern of these environmental studies is the importance of the conservation of the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as the precipitation and other climatic factors of various regions of the world, are studied as resources and examined in terms of their importance for the continuation of life. The methods whereby man can make wiser use and renew the resources of his environment are closely examined. Students are required to do assignments with topographical and weather maps. The texts are *Landscapes of the World* and *The Canadian Oxford School Atlas*.

Geography G401
This is a Year 4 course and requires a knowledge of the fundamentals of both Physical and Human Geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

History and Social Sciences

Urban Studies G403
The causes and consequences of modern Canadian urban development as well as the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor or a study of his local community. The texts are *Urban Prospects, Patterns of Settlement in Southern Ontario,* and *Toronto: An Urban Study.*

Geography G503
Canada's geography is a dynamic one. In less than a generation Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization are key factors in the nation's economy and future prosperity. Yet Canada is a diverse nation with many different regions, each having its own distinctive characteristics and problems. This course aims to involve the student in a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students wishing to enrol in this course must have a good grounding in Physical and Human Geography, such as that provided in G311x. Resources for study include a recent text, a book of readings, and numerous up-to-date references, together with air photographs and topographic maps.

The texts are:
Putnam, D. F., and Putnam, R. G. *Canada: A Regional Analysis.* Toronto: J. M. Dent and Sons, 1970.

Irving, R. M. *Readings in Canadian Geography.* Rev. ed. Toronto: Holt, Rinehart and Winston, 1972.

The following 20-lesson courses are offered:
History H200
History H201
World Politics WP300
History H301
History H305
Economics EN400
Man in Society MS400
History H401
Economics EN501
History H501

The following ten-lesson courses are offered:
History H203x
History H205x

Mature students may request enrolment in any of the Year 3 or Year 4 courses — History H301, History H305, History H401, World Politics WP300, Economics EN400, Man in Society MS400 — even if they have done no work in first- or second-year History.

History H200
This survey of two centuries of Britain's history — from 1760 to the present — stresses several important themes: the rise and fall of Britain's empire, the Industrial Revolution and its far-reaching effects, the struggle for political and social rights, the role of the British people in two world wars, the rise of the Commonwealth and Britain's technological development and problems. The content is similar to that of first-year History courses offered in many of the secondary schools of Ontario. The texts are *The British People, 1760-1902* and *Britain in the Modern World: The Twentieth Century.*

History H201
Canada in the twentieth century is the subject of this course. The major themes include Canada's economic development in the early 1900's, Canada's part in two world wars, the "roaring twenties", the Depression of the thirties, and major developments in Canada after 1945. Linked with these topics is an emphasis on Canada's relationship to Britain and the United States. The study concludes with a brief examination of some major aspects of Canadian government. *Decisive Decades* (revised) and *Canadian Democracy at Work* (revised) are the texts used.

World Politics WP300
This course discusses the organization of government; aspects of Naziism, communism, and democracy; the role of the individual in government; the "third world"; the origins and impact of war; the meaning and growth of nationalism and internationalism; and implications for the future. Readings and illustrations are included in the lessons. The resource text is *Inside World Politics.*

History and Social Sciences (cont.)

History H203x
What are the key issues in Canada today? Foreign ownership? National unity? Unemployment? Immigration? How does one begin to understand such important issues? This ten-lesson course offers one approach. It focuses on one issue—Canadian national unity—in both its contemporary (the FLQ crisis, 1970) and historical (the Riel Rebellions) contexts. The skills developed in analysing the issue of national unity should enable the student to examine other issues independently. There is no textbook with this course; the readings have been compiled from pamphlets, articles, and newspaper clippings.

History H205x
There is an old saying that "in life two things are certain: death and taxes." To this statement we could add a third certainty: government. Government influences all of us. But how much do you know about how Canada is governed?

This ten-lesson course examines the fundamentals of our federal system and provides a valuable base of information for understanding its operation. *Canadian Democracy at Work* is the basic textbook. Photographs and additional information supplement the text.

History H301
Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions that past civilizations have made to present ones, in particular to Western civilization. The first 10 lessons examine the ancient history of Greece and Rome; the last 10 lessons focus on some of the mainstreams of medieval history. Included in the medieval section are lessons on feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of Protestantism, and the beginnings of the modern nation state. Pamphlets, documents, and illustrations supplement the text, *The Enduring Past*.

Note: Students enrolled in History H301 may *not* take History H305.

History H305
Our heritage from Medieval and Renaissance Europe is emphasized in this survey of the evolution of Western civilization from approximately 400 A.D. to 1600 A.D. Topics include a study of the great events, institutions, art and other aspects of culture, as well as the forces that shaped the development of Europe during the turbulent period of history extending from the declining years of the Roman Empire, through the Middle Ages, to the era of Renaissance and Reformation. The texts are *The Emergence of Europe, Civilization in Perspective,* and *Renaissance and Reformation* (Unit I of *Europe and the Modern World*).

Note: Students enrolled in History H305 may *not* take History H301.

Economics EN400
Should the Canadian economy be merged with that of the United States or should it be made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security or is the present system too generous? Through an examination of these and other important questions, the student gains knowledge of the principles of modern economics. The texts are *Economics: A Search for Patterns* and *Contemporary Canada: Readings in Economics*.

Man in Society MS400
The objectives of Man in Society are: to lead the student to an understanding of some of the institutions and forces in contemporary life, to enable him to make an assessment of his relationship to the society in which he lives, and to provide some understanding of other societies. The character of man, his aggressiveness, his prejudices, his cultures, his role, and his "races" are examined initially. The remaining lessons examine the problems of man, the institutions of Canadian society, and the impact of technology on the modern world which is turning our planet into a "global village". The text is *A Social View of Man*.

History H401
This course considers the significance of individuals, ideas, events, and institutions in the history of the world from the seventeenth century to the present day. Personalities such as Voltaire, Napoleon, Bismarck, Churchill, and Mao Tse-Tung, ideas such as socialism, Marxism, Naziism, and democracy, events such as the French and Russian revolutions, wars — both "hot and cold", and institutions such as the United Nations form the core of the study. Asian issues and the problems of the "third world" are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives*.

Economics EN501
This exercise in economic reasoning offers not solutions but tools and methods for the analysis of economic problems. Emphasis is given to the problems and issues that underlie economic policy and that affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on the *reality* of what is happening today — to see economics as one aspect of our present social structure and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend *reasoned* positions on current controversial public policy issues.

Although no specific prerequisites are required, students should have completed Year 4 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for successful completion of Economics EN501.

The texts are:
MacDonald, H. H.; Silk, L. S.; and Saunders, P. *The World of Economics*. Toronto: McGraw-Hill Ryerson, 1971.

Pal, I.-D., ed. *Canadian Economic Issues: Introductory Readings*. Toronto: Macmillan Co. of Canada, 1971. (Paperback)

History H501
The emphasis here is on the history of North America. A number of major issues in American and Canadian history are examined. For example, in United States history, the study includes: revolution and the Constitution; Jacksonian democracy; the Civil War; and American foreign policy to 1970. In the Canadian section, the following are analyzed: British North America prior to 1867; Confederation; the Macdonald, Laurier, and Borden eras; the "roaring twenties"; the Depression; the post-World War II political developments. Photographs, political cartoons, and readings complement the textbooks. This is an advanced level course and interested students should have standing in a Year 3 or Year 4 History or Social Science course, or equivalent.

The texts are:
Cook, R., and McNaught, K. *Canada and the United States*. Toronto: Clarke, Irwin & Co., 1965.

Farr, D.; Moir, J.; and Mealing, S. *Two Democracies*. Toronto: McGraw-Hill Ryerson, 1967.

McInnis, E. *The North American Nations*. Toronto: J. M. Dent & Sons (Canada), 1966.

Latin and Classical Studies

The following courses are offered:
Latin L201
Latin L301
Classical Studies L312x
Latin L401
Latin L521
Latin L522

Each of the courses in Latin has 20 lessons. With the exception of L312x, each is valued as one credit. No previous knowledge of Latin is necessary for enrolment in the ten-lesson course in Classical Studies or for enrolment in L201.

Latin L201
In this course the student learns to read simple passages in the original language. It also gives considerable practice in English word derivation. The course is based on *Latin for Canadian Schools: A New Approach* and on a resource text describing life in ancient Rome. A recording that demonstrates pronunciation and oral reading is available. Even one year of language background in a course such as this helps the student to develop communication skills that will be of assistance in many areas of his continuing education. It also provides essential preparation for further study in the classics.

Latin L301
This course offers the student an opportunity to become familiar with Latin forms on which at least sixty per cent of words in the English language are built. With the background of L201, or its equivalent, the student is ready to read more challenging passages in the original language. Besides the textbook *Latin for Canadian Schools: A New Approach,* there is a resource text entitled *S.P.Q.R.* and a pocket-size reader, *Scalae Primae*. Practice in pronunciation and assistance with oral reading is provided by means of a record.

Classical Studies L312x
Our cultural heritage is the topic discussed throughout this course. It is also an important theme in several other courses offered through correspondence (see those named below). In L312x, the student is encouraged to examine with the archaeologist some of the ancient sites of Greece, Crete, and Egypt. This course also provides an introduction to the origins of language and to a knowledge of Latin and Greek roots in modern English. It offers an opportunity for imaginative and creative work and is appropriate for both language and non-language students. For L312x, no previous training is required, and, on completion, the student will have one-half credit towards the Secondary School Graduation Diploma. Students of L312x who wish to complete a full credit should consider one or more of the following courses: Art A303x, English E302x, History H301.

Latin and Classical Studies (cont.)

Latin L401
The object of this course is to give the student who has a background equivalent to L301 an opportunity to read more widely in the original language. Short reading selections introduce him to the masters of Latin prose and poetry. This involves more advanced work in language structure. The emphasis in this course is on reading Latin literature for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. The resource booklet supplied with the course will stimulate interest in the extensive archaeological research now being carried on in many parts of the Mediterranean world.

In the senior area of study in the classical languages, two courses are offered. The student whose previous training is the equivalent of L401 may choose either one, or both, of the following.

Latin L521
This survey of classical literature offers a wide variety of readings. Excerpts from the writers of the golden age of Latin literature are included, along with familiar passages from the Old and New Testaments and from Latin writings of the Middle Ages. Those from the Carmina Burana collection are of particular interest.

The emphasis in this course is on reading for comprehension of the content and for an appreciation of the culture and life styles of the times. Language structure is, for the most part, a review of previous study.

The texts are:
Morford, M. P. O. *A New Latin Reader*. Toronto: Longman Canada, 1971.

Fullwood, N. *Cicero on Himself*. Toronto: Clarke, Irwin & Co., 1971.

Breslove, D., *et al. Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

Taylor, B. C., *et al. Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Latin L522
In L522 the emphasis is on a critical appraisal of Latin prose and poetry. The student has the opportunity of reading excerpts from the famous *Verrine Orations* of Cicero and from Vergil's *Aeneid*, the timeless love story of Dido and Aeneas. Reading of accepted translations as well as selections in the original language is practised. Some of this reading requires the development of additional skills in language structure. Wherever necessary, this instruction is included.

The texts are:
Breslove, D., *et al. Latin Prose Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

———. *Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

Hamilton, E. *The Roman Way*. Toronto: George J. McLeod, 1960.

A choice of:
Breslove, D. *Latin Composition for Grade 13*. Toronto: Gage Educational Publishing, 1961.

Taylor, B. C., *et al. Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Mathematics

The courses in Mathematics are grouped into Series A, Series B, and Series C, as shown on the following pages. The student should read the general description following the list of courses in each series and then read appropriate course descriptions.

Series A
Mathematics M111x
Mathematics M101
Mathematics M201
Mathematics M303
Mathematics M403
Mathematics M511 *Mathematics of Investment*
Mathematics M521 *Relations and Functions*
Mathematics M522 *Calculus*
Mathematics M523 *Algebra*

Series A is designed for students who wish one or more of the following:

a) preparation for the study of mathematics in Year 5 and possibly beyond
b) courses that are theoretical rather than practical
c) insight into the modern approach in mathematics
d) challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and who wishes to study courses in Series A requiring a knowledge of modern mathematics should begin by selecting Mathematics M111x. Mathematics M511 and Mathematics M522 do not require a knowledge of modern mathematics.

Mathematics M111x
This ten-lesson course presents some of the basic aspects of modern approach mathematics, either for personal interest or as the basis for further study in this series at a higher level. The topics dealt with include: basic sets and set notation, operations with integers, rationals, number properties, number lines, set builders, ordered pairs, Cartesian products, and Venn diagrams.

Mathematics M101
This is the beginning of the series in modern approach mathematics leading to Year 5 work. It covers the following topics: basic algebra from a modern viewpoint, number properties, and an introduction to geometry.

Mathematics M201
Topics dealt with in Mathematics M101 are re-examined and enlarged. Other topics studied include: relations, systems of equations, and geometry.

Mathematics M303
Topics dealt with in Mathematics M201 are re-examined and expanded. Other topics include: real numbers, linear equations, trigonometry, analytic geometry, and ratio.

Mathematics M403
This course prepares a student for Year 5 work. Topics from Mathematics M303 are further developed and the following topics introduced: relations, functions, and quadratic equations.

Mathematics M511 *Mathematics of Investment*
This is an intensive course which will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general. Topics include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money, and calculation of interest rate. Although knowledge of modern approach mathematics is not required for this course, students requesting enrolment should have completed Mathematics M403 or Mathematics M400, or the equivalent. No textbook is required.

Mathematics M521 *Relations and Functions*
Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, and plane transformations and their application to second degree relations. Students requesting this course should have completed four intensive mathematics courses beyond elementary school. There is no text for this course.

Mathematics M522 *Calculus*
Topics studied include: an intuitive discussion of a limit; slopes and rates of change; derivatives, including the derivative of a product and quotient; chain rule; applications to motion; maximum and minimum problems; functions with given derivative; indefinite integral; areas and definite integral; volumes of revolution; polar co-ordinates and complex numbers. Although a knowledge of modern mathematics is not required for this course, students should have completed four mathematics courses beyond elementary school, including an intensive study of algebra and graphing.

The text is:
Del Grande, J. J., and Duff, G. F. D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics (cont.)

Mathematics M523 ***Algebra***
The topics covered are: set theory, principles of counting, permutations and combinations, mathematical induction; the binominal theorem, probability, vectors with geometrical and physical applications, vectors and the cartesian co-ordinate system, and matrices used to solve equations. Successful completion of Mathematics M403 or equivalent is required for this course.

The text is:
Coleman, A.J., *et al. Algebra 13*. Toronto: Gage Educational Publishing, 1966.

Series B
Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400
Mathematics M411x *Introduction to Statistics*
Mathematics M511 *Mathematics of Investment*
Mathematics M522 *Calculus*

Series B is designed for students who wish one or more of the following:

a) mathematical background of a general nature but not preparation for university mathematics
b) preparation for a trade-training or apprenticeship program
c) upgrading in technical mathematics
d) knowledge of algebra and trigonometry
e) preparation for post-secondary courses, admission to which does not require a background in modern mathematics
f) preparation for the Year 5 courses Mathematics of Investment M511 or Calculus M522.

Mathematics M100
The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, and industry should find this course valuable. Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume in both English and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M200
The topics studied in M200 follow those covered in M100. Using the same textbook, students begin with a review of algebra and apply it to the solution of practical problems from industry and science, including a study of graphing techniques. Geometrical constructions are introduced, and the properties of the triangle are studied. Measurement is extended to include the area and volume of a cone, a pyramid, and a sphere. The course concludes with an introduction to trigonometry. Industrial mathematics is emphasized throughout the course. Topics studied include scale reading, cutting speeds, gear and pulley speeds, and the capacity of pipes. Students who have studied mathematics for one or two years beyond elementary school and who feel they need a review of the basics in algebra, geometry, and trigonometry should find this a useful course.

Mathematics M300
An intensive study of algebra includes simultaneous linear equations in two and three variables, representing linear equations on a graph and the factor theorem. Ratio and proportion are introduced and applied to problems on variation. The laws of indices (exponents) are studied and applied to the study of logarithms. A slide rule is supplied to each student and its use in basic operation is practised. The course concludes with an intensive study of measurement, including the area of a sector, annulus, the surface area of a sphere, cylinder, cone, and pyramid, as well as the volume of a prism, cone, and pyramid.

A working knowledge of basic algebra would be an asset for students selecting M300.

Mathematics M400
Four major topics are studied - algebra, analytic geometry, trigonometry, and statics. Following a review of our number system and an introduction to the arithmetic of irrational numbers, algebra is extended to the study of quadratic and surd equations. A practical approach to the idea of a function is followed by the study of analytic geometry with emphasis on graphing the quadratic relations—the parabola, ellipse, and hyperbola. Trigonometry is introduced and applied to the solution of problems involving both oblique and right angle triangles. The topics studied in statics include vectors, moments, composition, and resolution of forces, centre of gravity, and friction.

The material covered in M400 should be of interest to students who wish to study Applied Mathematics and who have completed two or three mathematics courses beyond elementary school, of which at least one has been an intensive study of algebra.

Mathematics M411x ***Introduction to Statistics***
This basic course offers insight into the use and misuse of statistics. Practical experience in collecting and analysing data is provided. Topics studied include: the frequency polygon, normal distribution curve, measures of central tendency, standard deviation, and an introduction to probability. A knowledge of statistics is useful in many fields, including commerce, finance, the natural and physical sciences, and the humanities. In view of the tremendous rate at which data are being accumulated in modern society, emphasis on the control and interpretation of data becomes increasingly important.

Mathematics M511 ***Mathematics of Investment***
See description on page 19.

Mathematics M522 ***Calculus***
See description on page 19.

Series C
Mathematics M160 *Basic Arithmetic*
Mathematics M250
Mathematics M350
Mathematics M450

Series C is designed for students who wish one or more of the following:

a) a better understanding of arithmetic
b) more skill in computations
c) knowledge of how mathematics is used in our daily lives particularly in business transactions
d) upgrading in commercial mathematics
e) standing in mathematics up to and including Year 4 but not beyond
f) courses adapted to students who find mathematics difficult

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Mathematics M160 ***Basic Arithmetic***
Here is an opportunity for adult students to "go back to the beginning" in arithmetic. Careful explanations are followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, with full solutions provided so the student can check his own work and correct errors in his thinking before he begins the actual assignment. There is a handy summary sheet that makes it easy to look up the method for any of the 36 different types of questions studied.

Students who complete M160 find that the 20 printed lessons are useful as reference material, especially if they go on with further courses in mathematics.

Mathematics M250
This is a suitable starting point for students who know how to work with fractions, decimals, and percentages. These basic concepts are applied to various topics of common concern – for example, the calculation of commissions and other earnings (hourly, weekly, monthly, and bimonthly). For the consumer, there are sections on personal money management, banking, and interest.

To give an insight into the problems faced by the businessman, some lessons deal with invoicing, discounting, profit, and loss.

Mathematics M350
Students who have completed M250 or two courses of secondary school mathematics will find that M350 provides much valuable information regarding personal loans, charge accounts, and instalment buying. Special emphasis is placed on purchasing an automobile and purchasing a home. There are sections on insurance (life, fire, and property), on municipal taxation, and on practical measurement.

Business topics include payroll preparation, storage charges, and company loans. A good review at the end of the course helps students retain what they have learned.

Mathematics M450
Completion of M250 or of two courses in secondary school mathematics will enable a student to benefit from the M450 course. Following a straightforward lesson on foreign exchange, there are sections dealing with compound interest and present value. Individuals interested in learning about investment plans will be able to explore the ups and downs of stocks and bonds.

Also included are introductory lessons in metric measurement and statistics. For variety, there are a few topics in recreational mathematics.

Science

The following 20-lesson courses are offered:
General Science
Science SC101
Science SC201
Science SC203

Geology
Geology GL300

Physics
Physics P300
Physics P301
Physics P503

Chemistry
Chemistry C400
Chemistry C401
Chemistry C501

Biology
Biology BY400
Biology BY501

Although some previous work in secondary school science is a definite advantage for students wishing to undertake third- or fourth-year courses, students who have no such previous training may request enrolment in any of the following courses: Geology GL300, Physics P300, Physics P301, Chemistry C400, Chemistry C401, Biology BY400.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observational work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Science SC101
This is a first-year introductory science course. It is designed to help the student to develop his powers of observation and his skills in experimentation. The first ten lessons introduce the student to the science of biology: he learns how the cells of plants and animals differ in structure and function; he explores and compares the structure and life histories of animals that lack backbones (the invertebrates) with the structure and life histories of animals that have backbones (the vertebrates). Once this material has been covered, the student is ready to understand how the important organ systems present in man are constructed and how they work.

The next ten lessons introduce the student to the science of physics. Topics presented include: sound; pressure and its transmission; temperature and its measurement; and some properties of solids, liquids and gases. Mastery of this course provides a strong foundation for the successful study of science courses at a more advanced level.

Science SC201
This second-year science course continues the study of biology and physical science introduced in Science SC101. Topics in the biology section include: the structure and life history of flowering plants; the structure and life history of non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment (ecology). Topics in the physics section include: force; work; energy and power; heat; light and electricity. In the final lesson, information on chemical energy – so important to us all – is provided.

Science SC203
This second-year course, which concentrates on physical science, will be of interest to students who plan careers in manufacturing and industry. It provides experience in performing scientific experiments and training in making scientific observations and drawing conclusions. Topics studied in physics are: force, energy, power, heat and its transfer, lubrication, sound, electrostatics, and current electricity. Topics studied in chemistry are: the composition of matter, mixtures, solutions, combustion and fire-fighting, and corrosion.

Geology GL300
Beginning with a consideration of the work of the geologist and the methods he uses in the field, this course introduces the student to the fascinating study of the physical history of the earth and the development of life upon it. It emphasizes practical aspects of geologic study, such as interpretation of geologic maps; examination of rock, mineral, and fossil specimens; testing of rock samples in the field; and practice in making observations. It explores the earth around us and below us and some of the important rocks and minerals that are part of its crust. It deals with the internal processes that produced, shaped, and gave texture to rocks, and the external processes that attack the earth's crust. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils. The last part of the course acquaints the student with the structure, landscape features, and natural resources of Canada, in particular those of Ontario.

Physics P300
The course will be of interest to students whose objectives do not necessitate further work in physics. Topics studied are: measurement and use of measuring instruments, mechanics of fluids (volume, density, pressure), simple machines, motion and laws of motion (speed, acceleration, force, friction, etc.), electricity and magnetism, light (reflection, refraction, illumination, polarization), heat (changes of state, heat of fusion, heat of vaporization). Practical applications of all topics studied are considered wherever feasible.

Physics P301
Man by his very nature is inquisitive and seeks to explain the physical world around him. Through application of the scientific method he attempts to interpret the various phenomena that he encounters. The achievements of the physicist in the realm of pure physics have led to developments in technology that are sometimes difficult for the layman to accept, let alone comprehend. Physics P301 attempts to provide the student with an appreciation of physics, the accomplishments of the physicist, and the applications of physics to our daily life. The course is intensive in nature and is intended to provide the student with a solid grounding for the study of Year 5 Physics. An adequate background in general science and mathematics is desirable but not compulsory. Some of the topics studied are: Mechanics—measurement, motion and force, work, energy, power; Vibrations and Wave Motions—wave phenomena, sound, light; Electricity—electrostatics, current electricity, electromagnetism; Modern Physics—electronics, atomic structure, nuclear physics. The course draws liberally from two textbooks: *Physics: The Fundamental Science* and *Matter and Energy*. The student gains experience in the practical application of the scientific method by carrying out experimental work employing the kits provided.

Physics P503
The study of physics is a continuing process by which man seeks to understand the nature of the physical world. In this course the student gains an appreciation of the interrelationship that exists between experimentation and theory. Emphasis is placed on the understanding of physical principles and their application to new situations. The student will study some of the fundamental concepts of physics, will learn how knowledge of these concepts is obtained, and will learn to evaluate experimental data critically. Emphasis is also placed on the ability to reason rather than to memorize. It is desirable that the student have standing in at least one course in basic physics before deciding upon enrolment in this course. Physics P301 or its equivalent is more than adequate in this respect. In this Year 5 Physics course some of the topics studied are: Optics and Waves—how light behaves, reflections and images, refraction, the particle model of light, waves and light, interference; Mechanics—motion along a straight-line path, vectors, Newton's laws of motion, motion at the earth's surface, universal gravitation, momentum and conservation of momentum, kinetic and potential energy; Electricity and Atomic Structure—electric forces and electric charges, energy and motion of charges in electric fields, electric fields and electrical potential, the electromagnetic spectrum, Rutherford's model of the atom, photons, matter waves, energy levels of atoms, structure of the hydrogen atom. The student is provided with an experimental kit to allow him to gain practical experience in applying the scientific method to various portions of the course.

The text is:
Haber-Schaim, U., *et al. PSSC: Physics*. 3rd ed. Toronto: D. C. Heath Canada, 1971.

Chemistry C400
Chemistry C400 is a non-intensive study of such topics as matter, the structure of the atom, chemical combinations, chemical reactions, chemical equations, solutions, ionization, and acids, bases, and salts. It includes experiments to be performed by the student, who can thus share in the excitement of science and the power of discovery. He gains practice in making observations, in organizing facts, and in forming valid conclusions. The results of the experiments are used as a basis for lessons involving theoretical principles. Several lessons are devoted to such currently important topics as air pollution, water pollution, and food chemistry. A student who wishes to prepare for Chemistry C501 should not choose Chemistry C400 but should choose Chemistry C401.

Chemistry C401
In this course emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and aggregates of atoms are introduced early so that these ideas may be used in subsequent discussions. The states of matter, the language of chemistry, chemical reactions, atomic weights and molecular weights, solutions, formation of ions, and the periodic classification of elements are among the topics included. Wherever possible, a topic is illustrated by experiment and the results used to develop theoretical concepts. Chemistry C401 prepares the student for Chemistry C501.

Chemistry C501
The emphasis in this course is on understanding the principles of chemistry rather than on acquiring factual knowledge. A more advanced treatment of the basic concepts previously studied is offered, and the student performs more involved experimental work wherever such investigations are feasible. Atomic structure, solutions, chemical bonding, oxidation and reduction, aqueous acids and bases, energy in chemical reactions, molecular structure, qualitative and quantitative aspects of equilibrium, and the transition elements are some of the topics examined. It is desirable that a student selecting this course have a knowledge of basic chemistry (in particular the gas laws, the structure of the atom and the periodic table, chemical reactions, the mole concept, nomenclature, equations, and information derivable from balanced equations) and a reasonable facility in mathematics. Chemistry C401 or its equivalent would provide this background.

The text is:
O'Connor, P. R., *et al. Chemistry: Experiments and Principles*. Toronto: D.C. Heath Canada, 1968.

Technical Subjects

Biology BY400
The origin of life, its characteristics, and variations provide the basic theme for the course. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Later lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on the population explosion and some problems of space travel are presented as well. Students who enrol *are required to do dissections* of preserved specimens, including insects, a fish, and a mammal (white rat).

With this training in biology as a background, one is equipped to take an informed stand on many current social problems. The course is of special value to students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences.

Biology BY501
The biology program at this advanced level is designed to help a student prepare for life-science courses at a university. It emphasizes biochemistry, or the chemistry of cell activity. This includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. To succeed in this program, a student will need to have completed Chemistry C401 or its equivalent.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including man. The student will learn about the principles of classification; Mendelian genetics; and the reproduction and development of organisms. He will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text is:
Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life.* Rev. ed. Toronto: Holt, Rinehart and Winston of Canada, 1966.

The following courses are offered:
Drafting D100 *Basic Drafting I*
Drafting D200x *Basic Drafting II*
Drafting D300x *Standard Drafting Practice*
Drafting D302x *Introduction to Mechanical Drafting*
Drafting D304x *Introduction to Architectural Drafting*
Drafting D308x *Introduction to Blueprint Reading*
Drafting D318x *Intermediate Blueprint Reading*

A student who has no previous knowledge of drafting will begin study of the subject with the first-year course Drafting D100 followed by the second-year course Drafting D200x. In these two courses he will learn basic techniques and prepare for the study of drafting specialities in third- and fourth-year courses.

For mature students who have acquired some knowledge of drafting either in industry or at school, the third-year Drafting D300x will provide a review of basic techniques in preparation for further study in third-year and fourth-year courses.

Drafting D100 *Basic Drafting I*
The Basic Drafting I course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques. There are 10 units of instruction and 20 student assignments in this course, and each assignment will require a minimum of six hours to complete.

Some of the topics covered in the course are: simple and multi-view drawings, theory of shape description, orthographic projection, dimensioning, and simple blueprint reading.

This is an extremely demanding course and students considering it should not undertake more than one other course during the period of their enrolment.

Drafting D200x *Basic Drafting II*
The D200x Basic Drafting II course is a continuum of the D100 course. The student is introduced to the various drafting specialties which he may elect to study in the more advanced drafting courses provided by Correspondence Courses. Some of the topics studied in this course include: auxiliary view drawings, pictorial drawings, assembly drawings, surface developments, and blueprint reading.

Drafting D300x ***Standard Drafting Practice***
The Standard Drafting Practice course is designed for students who have acquired some knowledge of basic drafting techniques, either through industrial experience or at school, and who wish to review before proceeding to more advanced and specialized drafting courses. This course is ideal for students who have studied drafting outside Canada and wish to become conversant with Canadian drafting standards and procedures. Through a series of practical projects and problems, the student's drafting skills and problem-solving abilities are developed. Some of the topics covered are: drafting as a graphic language, orthographic projection, lettering and dimensioning, section drawings, and conventional representations.

Drafting D302x ***Introduction to Mechanical Drafting***
The D302x course is a continuum of the D200x and D300x courses and is designed for students who wish to study the principles and techniques employed in the drawing of machines and their component parts. Some of the topics covered are: detail and assembly drawings, surface finish, casting design, geometric construction, cams and linkages, pictorial drawings, and the drawing of fabricated parts. Since the practical drafting assignments in this course are relatively advanced, students considering enrolment should be conversant with all the basic Canadian drafting standards and have developed their personal drafting skills and techniques beyond basic levels of achievement.

Drafting D304x ***Introduction to Architectural Drafting***
The Introduction to Architectural Drafting course is a continuum of the D200x and D300x courses and is designed for students who wish to study the principles and techniques employed in architectural drafting and design. The emphasis in this course is on the design and drafting techniques used in the production of plans and drawings of residential buildings. Some of the topics covered are: principles of design, plan selection, presentation drawings, layout and working drawings, elementary study of building materials and methods.

Since the practical drafting assignments involved in this course are relatively advanced, students considering enrolment should be conversant with the basic Canadian drafting standards and have developed their personal drafting skills beyond a basic level of achievement.

Drafting D308x ***Introduction to Blueprint Reading***
The Introduction to Blueprint Reading course is designed for students who have no previous knowledge or training in the reading of engineering drawings. The D308x course is basically a reading course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. The course consists of 10 units of instruction, print-reading assignments, and a final supervised test. Some of the topics covered are: third angle projections, angular dimensions, scale drawings, tolerances and allowances, steel specifications, and casting designs.

Drafting D318x ***Intermediate Blueprint Reading***
The Intermediate Blueprint Reading course is a continuum of the D308x Introduction to Blueprint Reading course. The course consists of 10 units of instruction, blueprint-reading assignments, and one final supervised test.

Some of the topics covered are: assembly drawings, conventional sectioning methods, metric dimensioning, welding drawings, and geometrical tolerancing problems.

Visual Arts

The accompanying chart lists the courses offered in visual arts. No background is required to study courses listed in the left-hand column. Courses in the centre column may be taken by students who have completed at least one secondary school visual arts course or its equivalent. Art A501 requires a background of at least two previous secondary school art courses or their equivalent.

Courses whose code ends in *x* comprise 10 lessons and are worth one-half credit towards an Ontario Secondary School Graduation Diploma. The others comprise 20 lessons, and have a value of one credit. Art A501 is worth one credit towards an Ontario Secondary School Honour Graduation Diploma.

	No background	*One previous Visual Arts course*	*Two previous Visual Arts courses*
Fine Art	A200	A302x A401x A402x	A501
Art History	A303x A403x		
Related Arts	Theatre Arts TA300 Art appreciation A301 Film Arts FA400x	Commercial Art CA400x	

Art A200 ***Beginning in Art***
Everyone has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required and a basic art kit is supplied.

Theatre Arts TA300 ***The Performing Art***
The art of acting and the nature of the theatre are the major themes developed in this introduction to drama. Basic acting skills such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood and feeling, and such production concerns as stage design, set design, costumes, lighting and sound effects are examined. The aim of the course is to make the student more aware of himself, to make him a more sensitive viewer of drama, and to encourage him to participate in dramatic productions. A supplementary text, *The Magic Mask* by Marguerite Dow, is lent to the student. No previous background is needed for enrolment.

Art A301 ***Through Artists' Eyes***
It has been said that the artist teaches us how to see, and yet we often have difficulty understanding the bizarre creations he fashions for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered in a course that ranges from a discussion of the way to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the student's sensitivity to the world of art that surrounds him. There is no text, but a portfolio of reproductions is lent to students. No art background is required for enrolment.

Art A302x ***Prints Without a Press***
Printing consists of any of several means artists and artisans use to duplicate an image. Hand-printing techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course – monoprints, stencils, cardboard cuts, lino cuts – are simple to learn, yet have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking. There is no text but a printmaking kit will be supplied.

Art A303x ***Art to 1500***
Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering and Byzantine mosaics are discussed. Medieval manuscript illuminations are studied, and the course ends with a description of the art of the Gothic era. A text, *Art and Man* Book I, is lent to the student. No previous background in art or history is required for enrolment.

Students who are interested in our cultural heritage from ancient and medieval Europe might also wish to study E302x, Readings in Archaeology, History H301 or H302, and Classical Studies L312x.

Commercial Art CA400x ***Art for Commerce and Industry***
The functional aspects of applied art and design — magazine illustrations, advertising art, package design, corporate images, design of functional objects (furniture, toys, jewellery, etc.) are the focus of this course which introduces the student to the world of applied arts. Since the commercial artist and the industrial designer operate in a highly technical field, some artistic background is desirable. The purpose of the course is to give the student a fuller appreciation of the possibilities and problems inherent in the fields of commercial and industrial art. An art kit is supplied.

Film Arts FA400x ***The Camera's Eye***
The twin subjects of still photography and cinematography are studied in this introductory course. The student is encouraged to develop his skills as a photographer through practical project assignments, and for this reason he must provide his own still camera and film. Background knowledge in art or English would be helpful to the film arts student as he explores the possibilities of photography as a means of creative expression. A portfolio of photographs is lent to the student.

Art A401x ***Composing your Art***
Art is creative expression, yet even the art student who has some background is drawing and painting sometimes has difficulty in thinking of something creative and original to say. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations and diagrams and written descriptions. The student is provided with an art kit and some basic materials.

Art A402x ***Style in Art***
As he gains experience, every artist gradually develops his own personal way of expressing himself in art — his own style. In this course the art student carries out a series of practical projects that are designed to increase his awareness of the significance of style in art and to help him develop his own distinctive style. An art kit and a book of reproductions are lent to the student.

Art A403x ***Great European Art***
The period from the sixteenth to the eighteenth century was rich in art — a time of masterpieces, of famous artists such as Raphael, Michelangelo, and Durer. This course traces the development of art during the Renaissance, Baroque, and Rococo periods and provides the student with criteria upon which to base his judgement of the art of any period. The course continues the story of art that was begun in Art A303x. A book of reproductions is lent to the student.

Art A501 ***The Artist's Study***
Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are the two themes of this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts of his choice. Project assignments are arranged so that a student can benefit from his correspondent teacher's assessment of his sketches and rough work before proceeding to the final composition. The course is worth one credit towards an Ontario Secondary School Honour Graduation Diploma. Since students taking this course should have a basic grounding in art history and in practical art, two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text is:
Brieger, Peter, *et al. Art and Man.* Book 3. Toronto: Holt, Rinehart and Winston of Canada, 1964.

Elementary School Courses

Elementary school correspondence courses in grades 1 to 8 are available for children who are unable to attend school. They are offered in English for English-speaking students and in French for French-speaking students. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils. Textbooks are lent free of charge, but must be returned in good condition when pupils complete or discontinue the courses for which the books have been lent.

A child living in Ontario who is six years of age or over but under the age of sixteen, and who is unable to attend school for a period of three months or more, is eligible for enrolment. A child normally resident in Ontario but living temporarily outside Canada and unable to attend a school in which the Ontario curriculum is taught is eligible for enrolment. Since enrolment of a child living outside Canada cannot be continued indefinitely, eligiblity will be considered when a request is made for enrolment in the next grade. Absence for a period in excess of three years can rarely be regarded as temporary absence from the province and used as a reason for continued enrolment.

Parents wishing to apply for elementary school enrolment for a child under sixteen years of age should complete Form A (or Form B if the child is French-speaking) and return it, together with the child's last school report and a doctor's certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the probable duration of the child's absence from school. No certificate or recommendation is required for children going overseas.

A parent applying for a correspondence course for a child temporarily resident outside Canada must give the name and address of a person in Ontario who will act as a liaison person and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to the liaison person. Applicants should instruct the liaison person to rewrap the material, print on it the pupil's foreign address and his own return address, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

A child may begin a course at any time during the school year. If he is in good health, he should spend as much time on his studies each day as he would if he were attending school. By so doing, he will be able to keep up with the daily assignments and complete the work of a whole grade in a year. When he completes the grade satisfactorily, he earns a certificate of promotion. If enrolment is to be continued in the next grade, parents may request lessons and supplies ahead of time to ensure that they will be delivered as soon as needed.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays to and from distant locations may take a good deal of the value from teachers' comments and corrections, children gain a certain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have requested the omission of certain subjects that they consider unnecessary in the circumstances.